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National Archives
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Archives nationales
du Canada

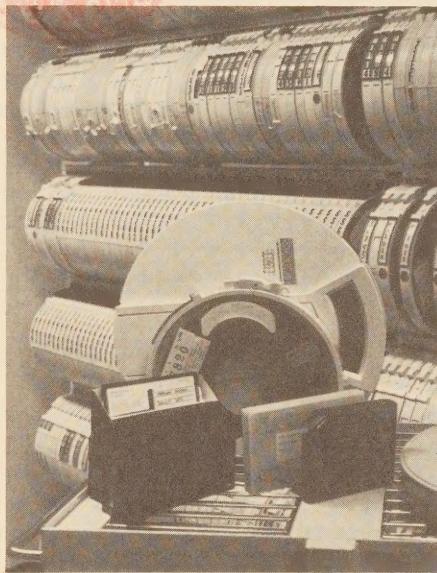
Government
Publications

Government Records Bulletin

Vol. 3 No. 2 October-January 1988

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From the perspective of the National Archives, these data represent a valuable cultural and archival resource, the preservation of which is essential to future research communities including the federal government.

conditions, if stored in formats dependent upon technological environments that change over time, or if unsupported by adequate documentation. The ongoing preservation of this form of recorded information is one of the challenges to the federal government, and in particular the National Archives.

The National Archives first began to address this challenge with the establishment of the Machine Readable Archives Division in 1973. Data archivists associated with this program have been responsible for assessing machine readable data for archival value, and ensuring that valuable data are acquired, copied and stored in rigorously controlled environmental conditions.

Considerable effort is made to ensure that documentation required to maintain both physical and intellectual access to the data is also available, and a conservation program to annually rewind tapes containing more than 1,200 data files, and copy the data to new tapes every five years, is strictly followed.

The Automated Information Systems Division

In January 1987, the Automated Information Systems Division (AIS) was established in the Government Records Branch of the National Archives of Canada. Its establishment was based on the recognition that an increasing volume of data is being generated, stored, managed and disseminated through electronic means, throughout the public sector. Effective ways to identify and assess the data for long term value and subsequent acquisition by the National Archives, were needed.

Given the assumption that the quality of the archival data is dependent upon the quality of the information management practices in any institution, AIS was established to provide a comprehensive and systematic approach in assisting the National Archives and federal institutions in the identification, appraisal, documentation and preservation of data in systems.

In cooperation with Treasury Board Secretariat, AIS will assist in the development of standard operating practices that will permit the retention and disposal of data in accordance with the requirements of the National Archives of Canada Act, and other acts and regulations.

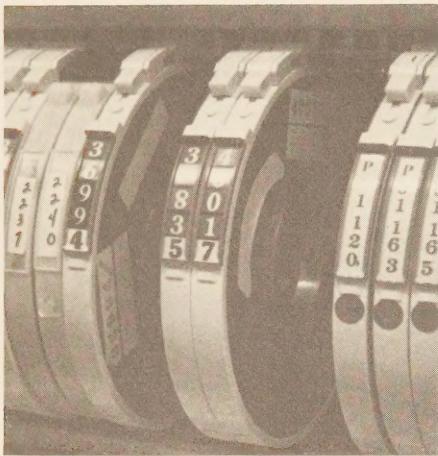
The Division also works closely with appropriate contacts in other government institutions to develop strategies that will result in the establishment of approved data retention and conservation plans for their data holdings. ■

■ **EDP Records in the National Archives of Canada**

For nearly twenty years, the federal government has been generating increasing volumes of computer data supporting a variety of diverse program activities. In addition to serving the immediate program requirements of government institutions, these data have assumed considerable importance with respect to the examination of past trends and the formulation of future policy.

As much as information recorded and used in automated information systems is a valuable resource, it is also fragile, and such information stored on electromagnetic devices is subject to irrecoverable loss if kept in poor environmental

■ Computer Tapes and Paper Records in a Records Centre Operation



Holdings

With a network of seven records centres located in key cities across Canada, the Federal Records Centres Division (FRC) of the Government Records Branch stores over 1.5 million boxes of paper records and approximately 120,000 computer magnetic tapes in active Tape Libraries. These tapes hold nearly three times as much as the paper records. In terms of square metres of floor space occupied: 46,450 square metres are presently required for paper, and only 335 square metres for magnetic tapes.

Storage Conditions

Because they are more sensitive than paper records, electronic media records are maintained in environmentally controlled storage vaults under specified temperature and humidity controls, in clean conditions and away from electromagnetic fields. All records centres have specially constructed vaults where temperature is maintained at 20° ($\pm 2^\circ$) and relative humidity at 50% ($\pm 5\%$). There are also dust controls, and the vaults are located in the middle of the buildings away from perimeter walls. In the vaults, computer tapes are hung by their plastic wrap-around or stored in metal containers on tape shelving. Paper records,

on the other hand, are stored in cardboard boxes on open shelving in a warehouse type of environment.

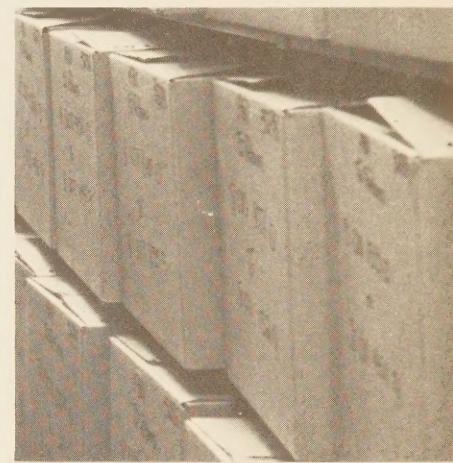
Packaging, Pick Up and Delivery

In the centres, computer tapes are also handled differently. For transfer, the majority of FRC's clients insist that their tapes be packaged in proper tape containers, and share the expense. To facil-

the face of the box. A shelf list is used by the records centres and the clients.

Future

There is no indication of a decline in the transfer of paper records of computer tapes to the records centres. The growth rate for paper records is approximately



What are the differences in the way records centres manage computer tapes and paper records? In comparison to paper records, computer tapes are handled, stored, scheduled, indexed and retrieved quite differently, in keeping with the requirements of their particular medium.

tate the safe transfer of information on those tapes, a supply of containers must be maintained at both the client's site and the records centre tape library. Paper records, on the other hand, are normally transferred in cardboard boxes, or paper envelopes if they are single files. All types of records, however, are delivered to the clients in air conditioned vans.

Scheduling

Current procedures in the National Archives require that information on computer tapes entering the records centres have approved retention and disposal information. Although the major movement of tapes at the centres are of those required for weekly, monthly and annual generations for back-up purposes, the information they contain is subject to the requirements of the scheduling system. The same requirements are also in place for all paper records.

Indexing

While stored in the records centres, all records must be indexed to ensure control and fast retrieval. Computer tapes are maintained, controlled and retrieved through an automated database. Paper records, on the other hand, are stored in boxes with the first and last file listed on

three percent annually, while the use of computer tapes is growing at an annual rate of about fifteen percent. As paper records continue to be generated, and the use of computer tapes and other electronic media increase, more space, human resources and technical knowledge will be required to service clients.

The centres must be able to respond to the times if they are to continue to play an ever increasing role in ensuring the proper management of government information resources. ■

Records Management and Micrographic Systems Training

Training Needs Analysis

During the winter and spring of 1987, the Bureau of Management Consulting studied the need for records management and micrographics training in the federal government. The following is a summary of the Bureau's report to the Government Records Branch.

Using surveys and interviews, some 450 records management and micrographics personnel, from support staff to supervisors, coordinators and records managers were contacted. They were drawn from federal departments, at headquarters as well as in the regions.

Information gathered on the respondents reveals some reasons why further training is needed.

Results Concerning Personnel

- The rate of staff turnover is significant;
- the level of recruitment from outside the public service, particularly in the regions, is also significant;

- support staff in the regions spend less time in a particular job than their colleagues in the National Capital Region;
- many support staff perform a variety of duties.

There was broad agreement on the need for training in such areas as records office operations, classification, and establishing retention and disposal schedules. The high degree to which respondents linked training needs to current operations may indicate that on-the-job training should be strengthened; the means to do so might include new training activities and aids from the Archives.

Respondents' comments on the delivery of training focussed on courses, since classroom instruction has been the primary delivery mechanism to date. This does not preclude future use of other training media, such as self-instructional publications.

Training Suggestions

- **Department-Tailored:** Courses should be tailored to meet specific departmental needs, should be short in duration, and if possible, be located conveniently close to course participants;
- **Comprehensive:** Subject matter should be covered in depth, and allow

full participation by providing hands-on experience. All instructional material should have a practical emphasis and be produced in a handy format for easy reference purposes;

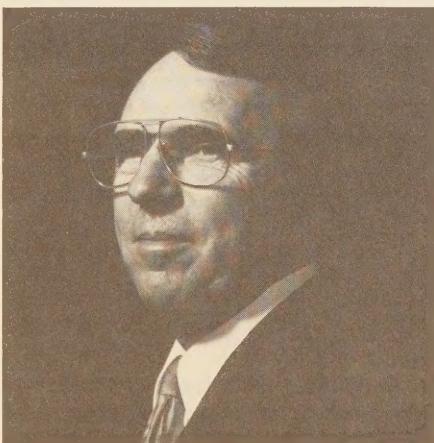
- **Level Geared to Learner:** Junior and senior support staff require more operational training, while officers and managers have greater need for a managerial emphasis. Subject matter should be arranged in series of "building block" courses, with content rising in complexity and range to meet the needs of personnel as they gain experience and take on greater responsibilities;
- **Knowledgeable Instructors:** Presenters of material should know their subject matter thoroughly;
- **Continuing Professional Development:** Refresher or up-date courses should be offered periodically to acquaint the target population with new developments in legislation and policies, and new directions in records management and micrographics.

The report is already being used as a basis for planning a more varied and focussed set of training activities starting in the next fiscal year. Comments and suggestions directed to the Branch would be appreciated. ■

The Role of National Archival Institutions in the Management of Recorded Information

Dr. Jean-Pierre Wallot, National Archivist of Canada and Dr. Frank Burke, Archivist of the United States, gave a presentation on the role of national archival institutions in managing recorded information, at the 32nd Annual Conference of ARMA International, 20 October, in Anaheim, California. This marked the first time two national archivists shared a presentation at the annual gathering of information management professionals.

Dr. Wallot spoke on the involvement of a records management program in a



Dr. Frank Burke, Archivist of the United States

national archives, and the role of archives as the memory of a government and a people. In reference to why archives are assigned the responsibility for information management, he alluded to the responsibilities not only for the collection of archival records at the end of their

active life, but also for the smooth flow of information within government. He also spoke on the need for an integrated management approach within large organizations that depended on a number of information management jurisdictions.

Wallot mentioned the need to manage information through sound management practices, assigned authority, people with the "right stuff," the need to protect information from unauthorized access, and the need to determine appropriate retention and disposal periods for information. Dr. Burke was careful to acknowledge the impact that technology will have in the future, and he speculated that the records manager of tomorrow would be knowledgeable, with skills and abilities to manage the complex requirements of future information management needs. ■

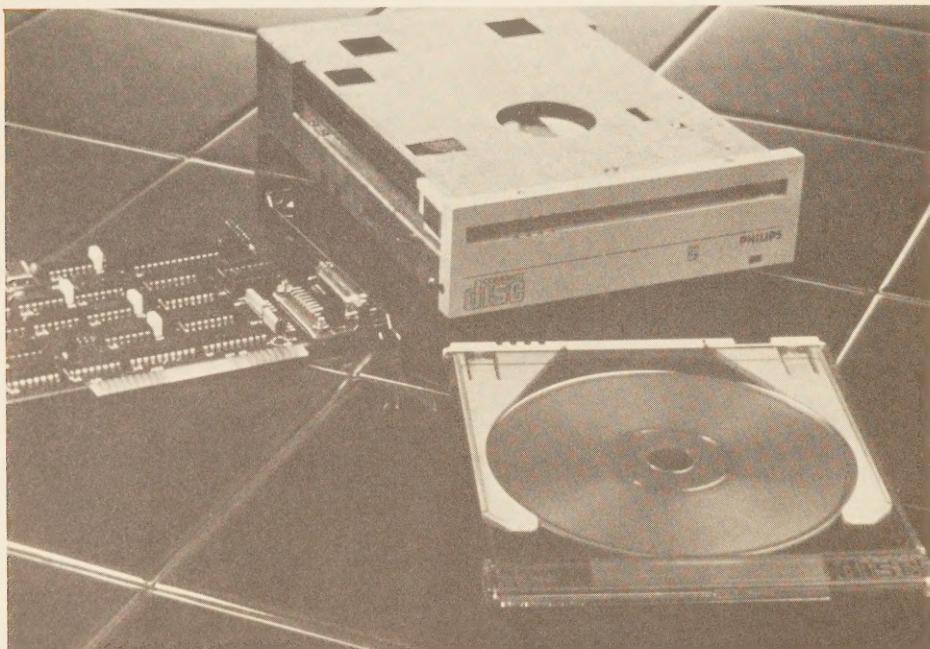
■ Optical Disk Seminar

On 30 September 1987, the National Archives of Canada (NA) presented a seminar on the current state of optical disk technology, as well as examining its strengths, weaknesses and possible applications. The seminar was one of a number of initiatives taken by the Government Records Branch to facilitate the management of government records.

Ralph Westington, A/Director, Records Management and Micrographic Systems

Ridley traced the development of digital imaging and provided an insight into some of the developments that we can expect to see in the future.

Michael Andrews, NA, responsible for advice and applied research in the Government Records Branch, drew attention to the recent Micrographic Review survey on the current state and future planning of micrographics in the Canadian government. Andrews said the survey indicated potential for growth in the use of micrographics as well as other imaging technologies such as optical disk.



Compact disk

of the National Archives welcomed more than 100 federal government participants and introduced the guest speakers. Bill Hooton, director of the Optical Digital Image Project, at the American National Archives and Records Administration, discussed his organization's involvement in optical disk.

An overview of optical disk technology was presented by Fred Ridley, a senior member of the engineering staff of the Canadian firm, Paramax Electronics Inc.

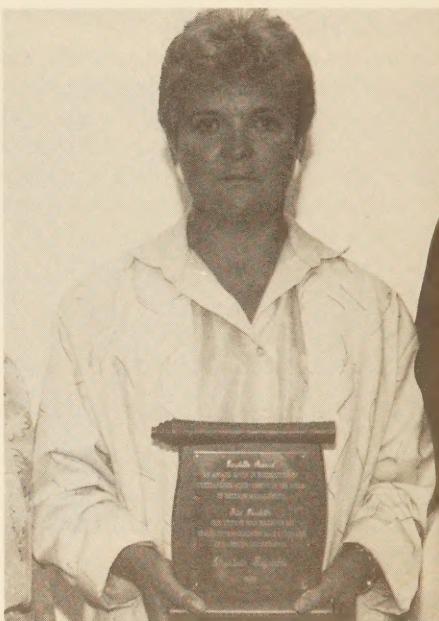
Canadian government activities in this area were summarized by Stephen Donahoe also of the National Archives, Government Records Branch. Donahoe also spoke about existing and possible future installations of optical disk systems in federal government institutions.

Information on this seminar, or information related to the application of optical disk technology, can be obtained by calling the Advice and Research Section at (613) 954-4208. ■

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To submit articles or receive the *Bulletin* write to: *Government Records Bulletin*, National Archives of Canada, 395 Wellington St., Ottawa, Ontario, K1A 0N3

■ Cardillo Award — Records Management Institute



Fernande Desparois, recipient of the Cardillo Award

The Cardillo Award recognizes excellence and significant achievement in the field of records and information management. The 1987 Cardillo Award was presented to Fernande Desparois, Chief of Records and Micrographics Management of the Department of Finance, Treasury Board Secretariat and the Office of the Comptroller General. ■

Co-ordinator: Winston Gomes

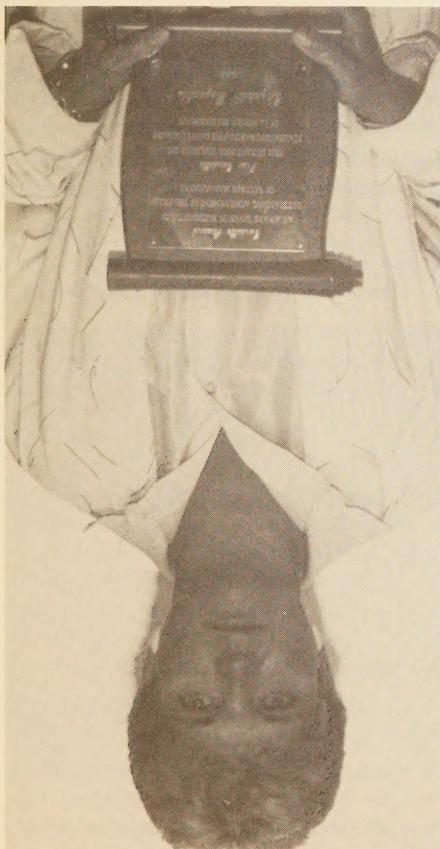
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Blanche Gaudreault

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Le prix Cardillo souligne les réalisations le marquant des d'une personne dans le domaine de la gestion des documents et de l'information. En 1987, le prix Cardillo a été décerné à Mme Femande Desparois, chef de la section des documents et de la photographie pour le ministère des Finances, le Secrétariat du Génie et le Bureau du Contrôleur général.

Mme Femand Desparois, recipiendaire du prix Cardillo.



Prix Cardillo — Institut de la gestion des documents

Michæl Andrews, responsable des ser-
vices consultatifs et de la recherche
appliquée de la Direction des documents
gouvernementaux des Archives natio-
nales, a fait l'attention de l'auditorie sur
la récente enquête sur l'état actuel des
systèmes micrographiques au gouverne-
ment canadien, et sur la planification
pour l'avenir. Selon M. Andrews, les
résultats de l'enquête démontrent qu'en
élargir l'application de la microgra-
phie au Canada, il sera possible de réduire
les coûts de conservation et de recherche
des documents et de faciliter l'accès à
l'information.

retirageant l'histoire de l'imaginaire numé-
rique et en expliquant quelques-unes des
innovations des procédures années.

Lecture de disque compact.



Séminaire sur le disque optique

Les institutions nationales d'archives et la gestion de l'information

Formati^{on} en ges^{tion} des documents et micrographie

M. Frank Burke, archiviste national des



Le rapport sur cet actuellement de base a l'élaboration d'une nouvelle série d'acti-vités pédagogiques, plus variées et plus approfondies, qui devraient concerner durant la prochaine année financière. La direction accueillera avec plaisir toutes les suggestions et observations qui lui seront adressées.

- un cours cothu en fonction du niveau de l'étudiant (les employés de soutien de l'école)
- pratiquer alors que les fonctionnaires et les gestionnaires ont besoin d'une formation de nature administrative ou la matière est concentrée sur des sujets donnés et répartie en modules dont la complexité du contenu croît avec l'expérience et les responsabilités de l'étudiant;
- un cours dispensé par des instructeurs qui possèdent à fond leur matière;
- des cours offerts de façon régulière qui possèdent à fond leur matière;
- pour permettre aux intéressés de se recycler périodiquement.

- un cours approfondi, pratique et dynamique où même si la matière est vaste en profondeur, l'étudiant a l'occasion de mettre la théorie au service de la pratique grâce à un matériel didactique pratiquant la consultation facile et à une approche pédagogique pronant de l'individualité.

- Un cours conçu spécialement pour le ministère ou il doit être dispensé, donc n'est sux étudiants la possibilité d'étudier sur place durant une période de temps adaptée aux besoins du mini-terre concerné;

Suggestions concernant les cours de formation

- Les régions, est aussi considérable;
- Les employés de soutien des régions demeurent moins longtemps à un même poste que leurs collègues de la même région de la capitale nationale;
- de nombreux employés de soutien remplissent diverses fonctions.

Bandes

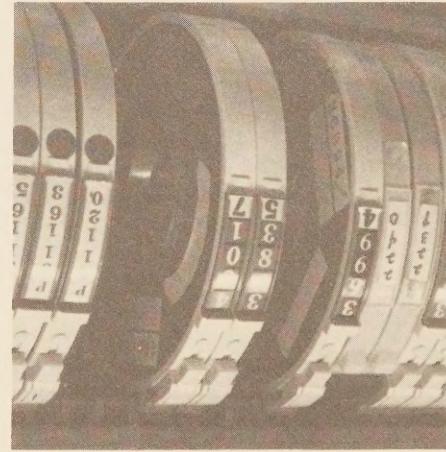
magnétiques et documents sur papier dans les centres de documents et documents de

Les centres de maniabilité ne sont plus dans la même fabrique que les bandes et les documents sur papier. En ce qui a trait aux documents, la majorité des clients des transports exigeant que leurs bandes soient placées dans des contenants spéciaux, dont ils dérangent une partie des clients.

dans des boîtes de métal. Pour leur part les documents sur papier sont entreposés dans des boîtes ouvertes, dans une salle des tables dans des boîtes de carton, sur des étagères à un étage.

Pour faciliter le transport sécuritaire des bandes, on garde une réserve de contre-cas, les documents sont les deux enveloppes. Toutefois, dans les deux cas, les documents sont liées aux clients dans des fourgonnettes climatisées.

Dans les centres de documents, les bandes magnétiques sont manipulées, entreposées, classées, et répertrierées, conservées et éliminées de façon très différente des documents sur papier.



permettre une récupération rapide. La gestion des bandes magnétiques est assurée grâce à une base de données assurée grâce à une base de données informatiques. Pour leur part, les documents sur papier sont entreposés dans des boîtes portant les codes du premier étage du démi-lieu dossiers qu'elles contiennent et où sont établis du centre de chaque client. Les informations sont stockées dans une tablette à l'intérieur du centre et des clients.

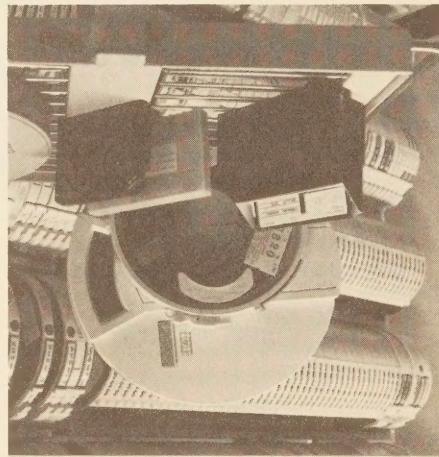
A black and white photograph of a Boeing 747 aircraft in flight, viewed from a low angle looking up at the fuselage and wings. The aircraft is shown from the front, with its distinctive hump and four engines. The background is a clear sky.

C'est en Janvier 1987 que la Division des systèmes automatisés d'information (DSAI), a été créée, au sein de la Direction des documents gouvernementaux (DDG), une division des archives nationales du Canada. Devant la quantité croissante de documents automatisés, au sein de la Direction des documents gouvernementaux (DDG), une division des archives nationales du Canada. Devant la quantité croissante de documents produits, emmagasinés, traités et distribués par les voies électroniques dans tout le secteur public, il était devenu nécessaire de mettre au point des moyens efficaces de sélection et d'évaluation des données ayant une valeur permanente, en vue de leur acquisition éventuelle par les archives.

documentation permettant l'accès matériel et intellectuel aux données; en outre, des rubans neutres tous les cinq ans.

Si elles ne sont pas conservées dans un environnement appropié, si elles ne sont pas transférées sur un support capable d'être lu par la technologie moderne ou encore si elles ne sont pas accompagnées d'une documentation détaillée. La conservation de ce genre d'information est l'un des défis que doit relever le gouvernement fédéral et en particulier les Archives nationales.

Les Archives nationales ont commencé à relever le défi de la « révolution de l'information » en établissant en 1973 la « Division des archives ordinolinguistiques (DAO) ». Des archivistes spécialisés sont chargés d'apprécier la valeur archivale des documents ordinolinguistiques assurant que les informations dédiées à être conservées sont acquises, reproduites et échangées dans un environnement contrôlé. Beaucoup d'efforts sont actuellement déployés pour offrir la



Depuis plus de vingt ans, le gouvernement fédéral produit un volume toujours plus grand de données informatiques nécessaires aux nombreuses activités gouvernementales. Or, en plus de ré-pondre aux besoins courants des programmes des institutions fédérales, ces informations ont acquis une valeur admirable. Mais ces informations sont aussi fragiles que précieuses; celles qui sont emmagasinées sur support électronique peuvent être irremédiablement perdues à l'étude des tendances passées et à traiter la relative considérable en ce que qu'à l'élaboration des orientations futures.

Les documents nationaux aux Archives informatisés du Canada

- Les documents informatisés aux Archives nationales du Canada
- Bandes magnétiques et centres de documents sur papier dans les documents
- Formation en gestion des documents et en micrographie documents et en gestion des documents et en micrographie
- Les institutions nationales Les informations d'archives et la gestion des documents
- Seminaire sur le disque optique Prix Cardillo — Institut de la gestion des documents

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documents

Bulletin des

